

**VIRGINIA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES
REQUEST FOR PROPOSAL #301-06-004-BJL (Unsealed)**

Issue Date: October 14, 2005

Due Date: November 11, 2005 @ 10:00 am

Inquiries for Information: All inquiries are to be directed to the Contracting Officer, Barbara Layman, Director of Procurement at barb.layman@vdacs.virginia.gov, 804.225.4887 voice or 804.371.8372, fax. Written (fax or e-mail) inquiries are preferred.

Deadline for Questions/Inquiries: All questions and/or requests for information must be submitted by Noon, Thursday, October 27, 2005 in order to compile answers and respond in a timely manner so as not to delay the preparation and delivery of proposals by potential offerors.

The Virginia Department of Agriculture & Consumer Services (VDACS) Office of Marketing is requesting unsealed proposals from qualified individuals and/or firms to study and provide an optimal marketing solution for all grades of Virginia-type peanuts. **Proposals will be received in the VDACS Office of Procurement until 10:00 am on Friday, November 11, 2005.**

Proposals may be returned to VDACS as follows:

US Mail	VDACS Office of Procurement	FAX:	804.371.8372
or	1100 Bank Street, Suite 513		Attn: Barbara J. Layman, CPPB, VCO
Delivered:	Richmond, VA 23219		Procurement Director

VDACS reserves the right to accept or reject any or all proposals, to waive irregularities, defects or technicalities in any proposal, and to accept any proposal in whole or in part which it deems to be in its best interest.

Name & Address Of Firm: _____ Date: _____

By: _____
(Signature in Ink)

Name: _____
(Please Print)

E-Mail: _____ Telephone: _____

FEI/FIN/SSN NO: _____ Fax: _____

eVA Vendor Registration: See Section V, page 3 for additional information.

Proposals will be evaluated to determine the best value and project method for the Department of Agriculture and Consumer Services. Offerors may or may not be contacted to provide additional information and/or schedule an interview.

Offerors are required to complete and return the Contractor Data Sheet, Attachment A herein.

- I. PURPOSE:** The Virginia Department of Agriculture and Consumer Services, hereafter referred to as VDACS, with a grant from the United States Department of Agriculture (USDA) Federal State Marketing Improvement Program (FSMIP), seeks to establish a contract with a single individual or firm to perform consulting and survey services. With regard to Virginia-type peanut production in the Virginia-Carolina region, the complete study will determine the optimal marketing solution for all grades of Virginia-type peanuts, including a cooperative roasting/blanching facility.
- II. SCOPE OF WORK:** The Contractor shall provide the following deliverables to VDACS:
- A. Survey:** A comprehensive survey of Virginia-type peanut producers (growers) in Virginia, shellers, retailers and roasting and shelling facilities in the Virginia-Carolina region. Timeframe: contract award thru December 10, 2005.
 - B. Investigate Relationships:** The project will investigate current and potential industry relationships to determine if they are capable of providing this type of service to the peanut producers. Timeframe: mid-December, 2005 – mid-January, 2006.
 - C. Report:** Consultant shall compile all results and provide a final report to VDACS prior to April 30, 2006.
- III. OBJECTIVES:** The Contractor shall work toward these objectives in designing the survey and investigating potential relationships for this project:
- A. Market Assessment for Gourmet, In-shell and Residual Virginia-type Peanuts:** Determine the current and potential niche markets, including price sensitivity analysis;
 - cost/benefit study for hiring and/or establishing a custom processing facility; determine tonnage required for the system to be profitable
 - high-oleic market potential
 - bio-diesel
 - oil
 - peanut butter
 - bird feed and seed
 - B. Relationship Assessment of the Grower, Sheller and Processor:** Determine the optimal integrated continuum between grower, sheller and processor in order to accomplish the following:
 - maintain and expand the profit for the grower;
 - maintain and expand the processing volumes for the sheller;
 - ensure adequate supply for the processor and the consumer.

- IV. CONTRACT ADMINISTRATION AND REPORTING:** The Contract Administrator for this project shall be Melissa Ball, Grant Specialist, in the Division of Marketing. Ms. Ball shall be the day-to-day VDACS contact for the Contractor and all work, work plans, reporting, and communication shall be made to and from Ms. Ball at 804.786.5448 and/or Melissa.ball@vdacs.virginia.gov.
- V. eVA BUSINESS TO GOVERNMENT REGISTRATION:** The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.
- a. eVA Basic Vendor Registration Service: \$25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding.
 - b. eVA Premium Vendor Registration Service: \$200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is \$500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.
- VI. GENERAL TERMS AND CONDITIONS:** The General Terms and Conditions, as printed in the current Commonwealth of Virginia's Vendors Manual are hereby incorporated into this solicitation by reference. A copy may be obtained by clicking on the link above or requested by e-mailing barb.layman@vdacs.virginia.gov. It shall be the Contractor's responsibility to obtain, read and understand these Terms and Conditions. Your signature on Page 1 indicates your acceptance of these General Terms and Conditions.
- VII. SPECIAL TERMS AND CONDITIONS:**
- A. **ADVERTISING** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the (name of institution) will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AWARD:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- D. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s). The offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.
- E. **SMALL, WOMEN, AND MINORITY-OWNED BUSINESSES SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to small, women, and/or minority-owned (SWAM) businesses. If SWAM subcontractors are used, the prime contractor agrees to report the use of SWAM subcontractors by providing the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, category type (small, women, or minority-owned), and type of product/service provided.

VIII. METHOD OF PAYMENT: The Contractor will be paid on the basis of invoices submitted. Invoices may be submitted in conjunction with all deliverables as outlined herein and/or as may be negotiated and agreed upon prior to the award of any contract. Invoices must show detail as to the work performed, the hourly rate, etc.

Invoices must be submitted to:

**Melissa Ball
VDACS Division of Marketing**

**102 Governor Street, 3rd Floor
Richmond, VA 23219**

- IX. PRICING SCHEDULE:** The Contractor shall provide pricing in two formats and in accordance with his/her proposal format. For the convenience of evaluation, it is requested that pricing be shown as an hourly rate and as lump sum by project requirement:

Hourly rate: \$_____ & estimate the hours to complete the project:_____.

Installment: \$_____ survey

 \$_____ relationship investigations

 \$_____ reporting

ATTACHMENT A

To Be Completed By Bidder and returned with bid. Attach additional sheets if necessary.

1. **QUALIFICATION OF BIDDER:** The Bidder must have the capability and capacity, in all respects, to fully satisfy all of the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service:
_____ years _____ months
3. **MINORITY BUSINESS:** Please indicate if your firm is one of the following:

Minority owned: ____yes ____no
Women owned: ____yes ____no
Small business: ____yes ____no

This information is requested for informational purposes only.

4. **REFERENCES:** Indicate in the space provided below a listing of at least three (3) recent references for whom you have provided this type of service. Include the date service was furnished and the name and address of the person VDACS has your permission to contact.

CLIENT/ADDRESS

SERVICE DATES

CONTACT &PHONE

1.

2.

3.

RETURN OF THIS PAGE IS REQUIRED